# logo-with-full-name

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| **COURSE/CLASS :** | BACHELOR IN ENGINEERING/IT & COMPUTER SCIENCE | | |
| **SESSION :** | AUGUST 2013 | **SEMESTER :** | 41334 |
| **CODE/SUBJECT :** | ZES 1243 | **SHEET NO :** | 1 |
| **NO OF STUDENTS :** |  | **WEEK :** | 8 |
| **DURATION :** |  | **VENUE :** |  |
| **LECTURER :** | MR. MOHD BAKRI B ABU BAKAR | | |

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| **TOPIC :** | JOB HUNTING (10%) |
| **SUB-TOPIC :** | RESUME, COVER LETTER, INTERVIEW |
| **LEARNING OUTCOME :** | Students should be able to write a report and demonstrate their innovative project through role – play / simulation. |

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| **TASK/EXERCISE :**   * Refer to attachment |

**ASSIGNMENT 1: JOB HUNTING (10%)**

1. This is an individual work.
2. Search a related job post from internet or printed advertisement. Attach it.
3. Prepare a resume (standard format) and cover letter for the job applied.
4. For resume, paste on your passport size photograph.
5. Your resume and cover letter should be written in Times New Roman/Arial, single line spacing, and justify.
6. Margins: Top 1.5”; bottom 1”, left 1.5”, and right 1”.
7. The submission of your work is due in **Week 8 (21th - 25th Oct 2013).** Later than stipulated date, 5 marks will be deducted plus 1 mark each day.
8. In **Week 9 & 10 (28th Oct – 8th Nov 2013),** a mock interview will be held.
9. Bring along your documents and wear proper attire during interview.
10. Marking scheme is as below.

**JOB HUNTING**

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| **No** | **Categories** | **Marks** |
| 1 | Performance | 4 |
| 2 | Documents | 4 |
| 3 | Attire | 2 |
|  | Total | 10 |